

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER BOARD OF  
DIRECTOR'S MEETING**

**JULY 14, 2016**

**PRESENT:** Marvin Rucker, Beth Relich, Barbara Robinson, Pat Hickey, Pat Finder-Stone, Larry Epstein, Bev Bartlett

**ABSENT:** Jessica Nell, Melanie Maczka, Corrie Campbell, Lori Rasmussen, Lisa Van Donsel

**ALSO PRESENT:** Debra Bowers, Kristin Willems, Devon Christianson, Christel Giesen, Laurie Ropson, Diana Brown, Denise Misovec, Supervisor Evans

The meeting was called to order by Chairperson Rucker at 8:40 a.m.

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF THE AGENDA:**

Ms. Relich/Mr. Epstein moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF MEETING OF May 26, 2016:**

Ms. Finder-Stone/Ms. Hickey moved to approve the minutes of the regular meeting of May 26, 2016. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None.

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF MAY, 2016 FINANCE REPORT:**

Ms. Bowers reviewed the May 2016 Finance Summary.

Ms. Relich/Mr. Epstein moved to approve the May 2016 finance report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:**

Ms. Bowers announced the ADRC received restricted donations totaling \$17,000 in May. One donation for \$2000 is from Asera Care for Share the Care event and one for \$15,000 from Modern Business Machines for the award of the Office Makeover contest. These monies will be applied to the 2017 Budget for equipment lease expenses.

Ms. Bartlett/Ms. Hickey moved to approve the restricted donations for May 2016. **MOTION CARRIED.**

**BUDGET REVIEW AND APPROVAL 2017:**

Ms. Christianson explained that annually ADRC Staff perform a SWOT Analysis and referenced to the PowerPoint handout showing the top 7 future initiatives staff were directed to focus for their discussion. The topics were chosen by Ms. Christianson related to state, federal and local policy changes and strategic plans being presented to ADRC's. :

- Public Health
- Behavior Health
- Family Care 2.0 (discussion happened prior to announcement that initiative is on hold)
- OAA/ADRC Integration
- Business Acumen
- Modernization Part 2
- Dementia Capable

During the SWOT exercise, the ADRC staffs were broken out by each different area of concentration. Ms. Christianson referred to the SWOT handout and highlighted the strengths and weaknesses identified by staff for each focus area. Discussion ensued regarding each topic. Ms. Christianson welcomed additional comments of board members either at the meeting or individually if they had other suggestions that should be included. The board requested that all potential community partners be included in initiatives, and that older persons in poverty, who are the focus of the Older American's Act, are strongly considered in any new initiative.

Ms. Christianson then referred to highlighted items on the 2017 Preliminary Budget:

- Since the Executive & Finance committee meeting June 30, 2016, a few updates were made to the budget that shows the 2017 budget is now balanced. Ms. Christianson highlighted the updates that included an update for technology charge backs, an increase for the equipment budget that previously was zero, an increase in rent for Denmark location, per their request, and an update for the average meal donation to \$1.85.
  - The move to a 3 year vesting cycle for new employee's pension plan will provide savings over several years, but will not create immediate savings. This strategy has been recommended to encourage longevity.
  - 1% cost of living increase for staff is included
  - Increased loan closet contribution goal to \$13000.00 for 2017, due to its success in 2016.
- Requested position changes following announced retirements, allowed for some reorganization and new positions that will create more efficiency and cost savings. Curative's day care contract has no increase, only a modest increase in the nutrition program position. Curative has worked hard to offset increased expenses in the nutrition program as day care certification requires a meal be to part of the service.

The ADRC asked that all contracts remain flat as possible

- Modest increase to programming charges for AddLife activities to help offset costs.
- Some of the increase in costs reflected in the budget are the cost of doing business: copies, rental fees, technology fees

Potential risks to the budget:

- Potential loss the Dementia Care Specialist position that would impact progress made on this impactful initiative but also represent a substantial loss in revenue above and beyond the position expenses.
- Funding cuts to Senior Community Service Program in 2017. ADRC currently has approximately 13 staff participating. The ADRC could not provide the level of services, maintenance, nutrition and programming support without these positions.

Ms. Brown shared that Curative Connections plans on raising rates and will ask family care organizations for an increase for meals to address their budget deficit.

Ms. Christianson explained the budget approval timeline within the Brown County process. She requested some flexibility in using net assets should the County Executives budget require a quick turnaround to balance the budget in early September. The ADRC is unsure what that final budget will be and are required to resubmit a final budget within 24-48 hours after its release. There would not be time for an ADRC board meeting to readjust. Should this occur, the Board would be informed of the decisions made.

Ms. Relich/Ms. Robinson moved to approve 2017 draft budget as submitted. **MOTION CARRIED.**

Ms. Relich/Mr. Epstein moved to approve ADRC staff to adjust 2017 budget based on the County Executive's revised recommendations without further board involvement using Net Assets of up to \$15,000. **MOTION CARRIED.**

## **POSITION CHANGES:**

Ms. Christianson highlighted the position changes that were presented and approved by the Executive and Finance Committee meeting on June 30, 2016:

- Remove:
  - Nutrition Outreach position
  - I&A Team Lead position
  - Dietician
  - HDM Assistant
- Add
  - HDM Program Assistant
  - Nutrition/Volunteer Program Assistant
  - I&A Functional Screen/Options Counseling position
  - I&A Assistant Coordinator position

Mr. Epstein/Ms. Hickey moved to approve all position changes as presented. **MOTION CARRIED.**

## **NEW BOARD MEMBERS:**

Ms. Christianson referred to the handout with a list of potential candidates to join the ADRC Board of Directors. Four candidates were approved by the Executive and Finance Committee on June 30, 2016. Ms. Christianson highlighted each candidate and the consumer group each would represent:

- Mary Johnson - Older Adults
- Linda Mamrosh –Physical Disabilities
- Debbie Lundberg - -Older Adult
- Mary Derginer – Developmental Disabilities

Ms. Finder-Stone/Ms. Robinson moved to approve all four 2017 ADRC Board of Directors candidates. **MOTION CARRIED.**

## **RETIREMENT OPTIONS:**

Ms. Christianson referred to the handout from Mutual of America and highlighted the additional options for the ADRC employee 403B retirement plan that were presented to the Executive and Finance Committee on June 30, 2017.

Ms. Finder-Stone/Ms. Bartlett moved to approve to a 3 year vesting schedule and automatic enrollment of 1% of pay in retirement fund for new ADRC employees. **MOTION CARRIED.**

## **DIRECTORS REPORT:**

### **A. UPDATE ON GROUNDED CAFÉ':**

Ms. Christianson shared that staff has been working diligently to put a plan together for the Grounded Café'. There have been meetings with coffee shops etc. The challenge is the café' would be a shared kitchen with the government meal program. Ms. Christianson shared that the ADRC has had an inspection and has received a license from the health department for our kitchen. The target for opening the café is sometime this fall. Ms. Christianson said that we will start out simply with coffee and pastries and open with just morning hours.

### **B. Poverty Simulation:**

Ms. Christianson explained ADRC Staff will be participating in a poverty simulation during the staff meeting on August 9, from 1:00PM to 4:30 PM. Ms. Christianson invited members of the board to the simulation as a volunteer to administer the simulation or to participate along with staff.

**C. Board Picture:**

The ADRC Board of Directors picture will be taken at a later date.

**LEGISLATIVE UPDATES:**

**ANNOUNCEMENTS:**

**NEXT MEETING** – The next meeting will be August 25<sup>th</sup>, 2016 at 8:30 a.m. at the De Pere Community Center, 600 Grant St, Oak Room, Upper Level.

**ADJOURN:**

Ms. Finder-Stone/Ms. Robinson moved to adjourn the meeting. **MOTION CARRIED.**  
The meeting adjourned at 10:10 a.m.

Respectfully submitted,

Kristin Willems,  
Administrative Specialist